



**The Somali Family Care Network  
Capacity Building**

## **BUILDING AN EFFECTIVE BOARD**

Functions, Roles, and Responsibilities of A Leadership Team

### **⌘ Board Member Criteria**

- Has time to invest in meetings & representation
- Believes in mission and goals
- Understands and accepts legal responsibilities
- Has a skill, talent, or access to resources of benefit
- Has a passion for the people the agency serves
- Understands basic financial reports such as budgets, balance sheets, profit & loss statements
- Likes to work on a team
- Will work for the agency without expectation of reward

### **⌘ Responsibilities of Non-profit Boards**

- Determine mission and purpose
- Hire/fire, evaluate, support the Executive Director
- Develop policies governing staff management
- Ensure effective organizational planning
- Ensure adequate financial base
- Ensure integrity of financial operations
- Periodically review agency compliance with mission and values statements
- Maintain records of board activities and decisions
- Represent agency to constituencies
- Assess its own performance

## § Board Committees

program, finance, executive, nominating, development

## § Practical Responsibilities of the Board\*

MISSION  
MONEY  
MONITOR  
MARKET  
**NOT MANAGE**

*\*Building a Better Board of Directors* from Catholic Campaign for Human Development

## § Practical Responsibilities of The Staff\*

IMPLEMENT  
SUPPORT  
EDUCATE  
APPRECIATE

*\*Building a Better Board of Directors* from Catholic Campaign for Human Development

## § Executive Committee

An executive committee is usually comprised of:

- Board Chair or President
- Board Vice-Chair
- Board Secretary
- Board Treasurer or member with finance skills

## § Role of the Board Chair/President

- Manages Board and Executive committee meetings
- Maintains meeting discipline of time, agenda, and facilitates decision-making
- Serves as *ex officio* member of all committees
- Represents the Board to the Directors
- Appoints all Committee Chairs
- Assists the Executive Director (staff) with agenda development
- Oversees process of hiring a new Director
- Coordinates Board self-assessment
- Acts as spokesperson of the agency
- Consults with Board members on their performance

## § Role of the Vice Chair

- Understands the responsibilities of the Board Chair and is willing and able to perform these duties in the absence of the chair
- Serves on Executive Committee
- Carries out special assignments as requested by the Chair

## § Role of the Treasurer

- Serves as financial officer of the organization and chairs Finance Committee
- Is responsible for the financial records and management (with the Executive Director [staff] & Chair)
- Works with the Executive Director and Chief Financial Officer (staff) to ensure reports are accurate & clear
- Assists with preparation of the annual budget
- Reviews annual audits and answers Board questions

## § Role of the Secretary

- Maintains & ensures accuracy of all board records
- Provides meeting notices
- Reviews Board minutes, assists in preparation if needed
- Maintains communication among Board members
- Serves on the Executive Committee
- Assumes Chair if Chair and Vice-Chair are absent

## § Sample Agenda

- Minutes
- Financial Report
- Standing Committee Reports
- New Business
  - planning for cultural fair
  - new grant opportunity
- Old Business
- Next Meeting (schedule)
- Adjourn

## § Tips for Effective Meetings

- Ensure all board members know their responsibilities
- Set meetings a year in advance
- Send clear materials in advance
- Start on time or as soon as a quorum is present
- Keep accurate, concise minutes
- Develop a standard agenda
- Maintain discipline, encourage participation

